



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY  
UNIT #15716  
APO AP 96271-5716

REPLY TO  
ATTENTION OF

IMKO-AC-PWH

01 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USA Area III Support Activity Policy Memorandum # 24, Temporary Lodging Allowance (TLA) Procedures for Military Personnel

1. This policy supersedes USASA Policy Memo #24, SAB, dated 10 March 2004.
2. REFERENCE:
  - a. USFK Reg 37-57, Temporary Lodging Allowance for Military Members Within the Republic of Korea, dated 17 December 2003.
  - b. Joint Federal Travel Reg (JFTR) Part C Temporary Lodging Allowances, para U9150-U9158, change 226, dated 1 October 2005.
3. Temporary Lodging Allowance (TLA), in the local area only, is authorized for personnel arriving in country when government quarters are not available and for personnel departing Korea on permanent change of station (PCS). The purpose of TLA is to offset the greater than normal living expenses incurred at hotels and public restaurants.
4. Military personnel living in Army Family Housing, Senior Enlisted and Officer Unaccompanied Personnel quarters on post, or economy quarters must report to the Housing Office at least 15 days prior to their departure date. It is also important that all personnel understand the requirements they must meet to qualify for TLA payment. The Housing Office will provide detailed instructions when necessary. The following key factors are furnished for your information and guidance.
  - a. Procedures for Incoming Personnel:
    - (1) Command Sponsored personnel with family members will be authorized TLA in accordance with their travel orders. Personnel that are eligible for family quarters on Camp Humphreys or Osan Air Base will be granted TLA until their designated quarters are available for assignment. Personnel residing on the economy are required to actively pursue finding a dwelling unit in accordance with travel regulations. TLA reimbursement paperwork will be submitted in 10-day increments.

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(2) Personnel in grades E-6 (P) and above to include officers, need to contact the Housing Office upon arrival in country as to the availability of quarters. If quarters are available, you will not be authorized TLA. If quarters are not available, your name will be placed on the appropriate waiting list.

(3) E-6 and below: Soldiers in the grades E6 and below will be assigned to unit barracks. If no space is available in soldier's respective unit. The 1SG/Senior NCO will coordinate with other units to arrange temporary quarters. In the event there are absolutely no rooms for inbound junior enlisted personnel, the First Sergeant may write a memorandum to the housing office authorizing temporary billets for a soldier until permanent billets can be located within the unit.

(4) The housing office will make hotel accommodations and/or will assign transient quarters if space is available.

(5) TLA reimbursement for Area III service members is based on the TLA rate for Camp Humphreys/Osan area. Service members staying at the Dragon Hill Lodge for personal convenience will be reimbursed the Camp Humphreys TLA rate only

b. Procedures for Outgoing Personnel:

(1) Military Personnel residing in Army Family Housing is authorized 3 days-outbound TLA. Personnel are requested to notify the housing office when they first get their follow on assignment to another location. This advanced notice will allow the housing office time to coordinate change of occupancy requirements.

(2) Personnel in grades E-6 (P) and above to include all officers need to contact the Housing Office to schedule an outgoing inspection at least 2 weeks in advance and receive information concerning TLA processing. All personnel will ensure a quarters termination appointment is scheduled no later than 3 days prior to their scheduled departure date unless a holiday would prevent timely quarters clearance. Personnel are not allowed to remain in their quarters until the day of departure.

(3) TLA applications will be completed and processed at the Housing Office at least 2 workdays in advance of departing the installation. The following documents must be included in the package: three copies of the advance hotel receipt, two copies of PCS orders with any amendments.

(4) Personnel (Command Sponsor/Joint Domicile, SNA) occupying economy quarters, located in Area III are authorized up to 10 days TLA based on the lease agreement

(5) E-6 and below: Soldiers must remain in their billets until they depart. They are not authorized TLA.

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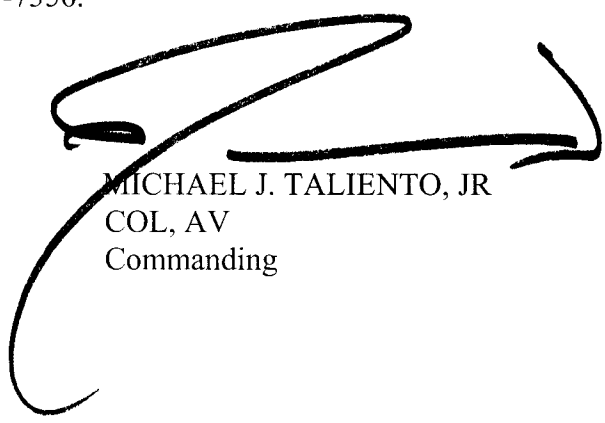
(6) Occupants in Senior Enlisted and Officer Quarters at Camp Long/Eagle are authorized 3 days outbound in the Wonju area or in Yongsan.

(7) Camp Humphreys occupants should reside in the Camp Humphreys/Osan area. If a service member stays at the Dragon Hill Lodge for personal convenience, they will receive TLA at the Camp Humphreys TLA rate only.

5. POC is Chief, Housing Division at 753-7356.

Encl  
USFK Reg 37-57

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A & B



MICHAEL J. TALIENTO, JR  
COL, AV  
Commanding

## EXTRACT

### USFK Reg 37-57

#### b. Temporary lodging allowance managers will –

(1) Assist the area commander in developing an economical TLA administration policy in accordance with JFTR, Volume 1, paragraph U9201-B.

(2) Provide each military member in a TLA status with the written instructions referred to in 6a(6) above.

(3) Provide each military member a list of recommended rental houses, apartments, and so forth along with strip maps to assist the military member in finding and obtaining suitable economy housing.

(4) Authorize payment of TLA in increments up to 10 days (less when entitlement to TLA terminates before the end of a 10-day period) for periods not to exceed 60 days after the date of arrival at, or 10 days before the date of departure from the permanent duty station.

(5) Terminate TLA when suitable or adequate housing is refused for other than health or safety reasons and inform the member of this action.

(6) Maintain accurate records to ensure that the member is aggressively seeking permanent housing when assignment to US Government quarters is not anticipated within 60 days after date of arrival at the permanent duty station.

(7) Disapprove TLA when it is determined that a military member has not substantially complied with the applicable requirements in this regulation and in the JFTR, volume 1, or has failed to submit acceptable reasons for noncompliance.

(8) Continuously monitor the housing market with emphasis on determining when rental costs are being inflated for US military members.

(9) Submit DD Form 577 for TLA approving authority to the servicing finance or disbursing officer paying TLA claims.

#### c. Unit commanders will--

(1) Ensure that the military member reports to the housing office within 2 workdays after reporting to the unit of assignment at the permanent duty station.

(2) Schedule duties of new arrivals to allow the member to maintain contact with the housing office until adequate housing has been obtained. A member is not completely unprocessed until adequate housing has been obtained.

d. Military members will--

(1) Report to the housing office within 2 workdays after reporting to their unit of assignment at the permanent duty station or immediately upon notification of departure date for PCS, for instructions regarding their responsibilities and TLA entitlement. Failure to do so may result in the denial of the TLA entitlement.

(2) If newly arrived, aggressively seek economy quarters by contacting the housing office at least twice to obtain information on availability of economy quarters. This requirement does not apply if the TLA manager has determined that US Government quarters will be assigned within 60 days of the individual's arrival at the unit of assignment at the permanent duty station.

(3) Submit to the TLA manager a list of private rental housing visited during the 10-day period along with reasons for nonacceptance. (This requirement does not apply if US Government quarters will be assigned as stated in subparagraph 6d(2) above.) This list is to be utilized by the TLA manager to justify the continuation of TLA for the next 10-day period.

(4) Comply with all instructions issued by the TLA manager.

e. Finance or disbursing offices will provide prompt, proper settlement of TLA claims computed in accordance with JFTR Volume 1, Paragraph U9207.